

ELMSWELL PARISH COUNCIL

Financial Risk Assessment 2020/2021

Risk 1 Mismanagement / misappropriation of finances leading to loss of Council money
Measures to minimise risk <ol style="list-style-type: none">1 Annual Internal Audit by Councillors informs Annual Internal Audit by external third party auditor approved by Resolution of Council2 Monthly publication of cash flow forecast to all Councillors showing % out-turn for income and expenditure together with schedule of payments made in the month and current balance, both received by Council and Minuted as such3 Monthly publication of balances certified and assigned off at the relevant meeting by the Chairman as being a true record of actual statements
Level of risk & assessment of any need for action Low risk No further action necessary
Risk 2 Council's activities exceed applicable legal powers leading to unlawful action
Measures to minimise risk <ol style="list-style-type: none">1 Annual Internal Audit by Councillors includes all ratified Minutes2 Annual Internal Audit by external third party auditor checks expenditure made under General Power of Competence is not restricted and that prescribed conditions are met
Level of risk & assessment of any need for action Low risk No further action necessary
Risk 3 Non-compliance with employment law, regulatory and statutory requirements, including GDPR & with HMRC requirements leading to legal action against the Council
Measures to minimise risk <ol style="list-style-type: none">1 Annual Internal Audit by Councillors includes checking of employment contracts, of payments to staff and on PAYE / NIC calculations and payments2 Annual Internal Audit by 3rd party auditor allows unrestricted access to all relevant documents3 Registered with IPO re GDPR compliance & appropriate data protection policies in place
Level of risk & assessment of any need for action Low risk No further action necessary
Risk 4 Loss of Clerk / Clerk's office / Council records leading to disruption of Council activity
Measures to minimise risk <ol style="list-style-type: none">1 Annual Internal Audit by Councillors addresses all these issues specifically and identifies measures to mitigate any problems; recent initiatives confirm this
Level of risk & assessment of any need for action Low risk No further action necessary

This document was before Council on 18th May 2020 as agenda item 20.05.07 when it was resolved and duly Minuted that it properly reflected the assessment of the Council's financial risk.

Signed by the Chairman of that meeting;